



Assigning an Examiner to a Work Request for Institutions

Assign an examiner

1. Click **Work Requests**. Work requests sent that day display under My Tasks.
2. Click **Tentative** to view all unassigned work requests.
3. Click the Work Request ID.
4. Click **Add Examiner**.
5. Click the arrow to select an examiner from the dropdown.
6. Click **Save**.
7. Click **Yes** on the confirmation window.
8. Ensure the examiner is assigned to the work request.
9. Click **Dashboard** to go back to the dashboard. The work request is now assigned to an examiner.

PSYCHOLOGICAL / PSYCHIATRIC EXAMINER RESOURCE APPLICATION

Institution Profile Examiners Work Requests Invoices ERA Coordinators List

Summary

23 Total Active Work Requests 0 Total Invoices

My Tasks For 2/28/2020

DASHBOARD / WORK REQUEST LIST

Work Requests

Active Tentative

Search

Work Request ID 101258 Assigned - Tentative : 02/12/2020

Send Comments

DASHBOARD / WORK REQUEST LIST / 10-CR- ID 101

10-CR- ID: 10 Assigned (Assigned By: Robert Wolff)

State of Minnesota vs Barney Rubble

WR Assignment Details Billing Comments

Work Request

Work Request Location Carver Hearing Date

Confidential No ERA Last Updated By CNWol

Exam Type Rule 20.01

Party First Name Barney Last Name Ru

Institution Institution ID 18 Name Services

Billing Vendor Code ***** Billing Vendor Location Code *****

Examiner Assigned Add Examiner

ADD EXAMINER

Please select the assigned examiner. If the assigned examiner's name is not on the list, contact the ERA Administrator.

Examiners *

Adam (Employee)

Save Cancel

ACTION CONFIRMATION

Are you sure you want to save this record?

Yes Cancel

Billing Vendor Code ***** Billing Vendor Location Code *****

Examiner Assigned Add Examiner

Adam ERA ID 2 Person ID 17

DASHBOARD / WORK REQUEST LIST / 10-CR- 101:

10-CR- ID: 10 Assigned (Assigned By: Robert Wolff)